

FLATHEAD CITY-COUNTY BOARD OF HEALTH
MINUTES OF OCTOBER 16, 2008
11:00 A.M. – 12:00 P.M.
CONFERENCE ROOM / EARL BENNETT BUILDING
KALISPELL, MONTANA

<u>Members Present</u>	<u>Members Absent</u>	<u>Others</u>
Nancy Askew	Glen Aasheim, MD	Lisa Dennison
Duane Larson	Joe Brenneman	Myni Ferguson
Wayne Miller, MD	Doug Smith, DMD	Tara Fugina
Art Thompson, MD		Kirsten Holland
		Andrea Johnston
		Marcia Kelch
		Carmen O'Brien
		John Passarge
		Tonya Passwater
		Joe Russell
		Mike Siderius
		Tammy Tamburelli
		Amy Williams
		Adele L. Zimmerman

Call to Order

Chairperson Nancy Askew called the meeting to order at 9:02 A.M.

Approval of Agenda

Duane Larson asked that the Special EMS Levy Funding Allocation to EMS Units agenda item be removed. He said that the published time for this particular agenda item was scheduled for 2:00 P.M. instead of 11:00 A.M. He added that there are two EMS Committee members absent.

MOTION Larson to approve the agenda as modified.

SECOND Wayne Miller

MOTION CARRIED

Board of Health Training – Provided by Department of Public Health & Human Services

The Board conducted a training that was provided by the Department of Public Health and Human Services.

Approval of Minutes of September 18, 2008 Regular Meeting

MOTION Miller to approve the minutes of September 18, 2008 regular meeting as mailed.

SECOND Art Thompson

MOTION CARRIED

Citizen Comments

Mike Siderius-

Reported that he owns a portable toilet company. He stated that he is attending the meeting to listen to any discussion relating to a portable toilet policy. Because he did not know what will be discussed, he wondered if there could be a public comment period after the portable toilet discussion. Russell stated that he may address the issue in his Health Officer's report. Askew mentioned that she will call on Siderius when the Board discusses the issue.

Agreement Between Flathead Community Health Center and the Flathead City-County Board of Health

Russell announced that the Board members received a draft agreement in their packet. He added that the agreement has been reviewed by Tara Fugina and the Flathead Community Health Center Board, Inc. Russell reported that the document is ready for approval by the Board of Health. He added that the agreement will allow the Community Health Center Director to act on behalf of the Health Department to administer Reproductive Health.

MOTION Duane Larson to approve the draft agreement between the Flathead Community Health Center and the Flathead City-County Health Department.
SECOND Thompson

Fugina announced that in part one of the agreement, it states that compensation for management services from the Title X and HIV funds to the FCHC will be in the amount of \$35,000 for the first calendar year. Fugina clarified that the \$35,000 does not get paid directly to the manager of the FCHC.

MOTION CARRIED

Alternate Method of Funding a Full Time Employee for Animal Shelter

Russell reported that during the Board retreat, he committed the Board to fund a half time salary for a new position at the Shelter. As discussed at the last meeting, the Commissioners elected not to fund the other half of the salary for the position. Russell stated that the Health Board is obligated to fund \$20,000 out of Public Health funds. He added that the \$20,000 will cover the position for the remainder of the fiscal year. Russell mentioned that there have been discussions that the capital improvement money be used to make up the difference. He said that he will have no objection to that proposal as long as the amount is reasonable until June 30th, 2009. Russell stated that it is often that equipment breaks down at the Shelter. Therefore, they need to ensure that they do not spend all of the capital improvement money. Larson appreciated Russell's flexibility and ideas toward the Shelter's predicament. He stated that he understood that they were going to hire a half time employee for one full year. He added that the half time employee would not be practical for the Shelter's needs. Larson announced that Russell's proposal is to provide funding for a full time employee for seven months. They hope to hire one full time employee by November first. He added that the full time employee will be on a temporary basis because the new budget year will begin on July 1st, 2009. With the new position, it may relieve stress on some of the other employees, as well as give the staff time for fund raising activities.

MOTION Larson to begin the hiring process of the full time/temporary Animal Shelter position once the position is approved by the Commissioners.
SECOND Miller

Russell stated that this is a new position and it was not placed in the budget. He stated that it will take several weeks for the hiring process to begin because the position has to be approved by the Commissioners and the Human Resource Office. Since there are delays, they may not hire the employee until December first. Myni Ferguson announced that she is the President of the Flathead County Animal Advisory Committee. She thanked the Board for all of their efforts to help the Shelter. Ferguson stated that they are establishing programs to include the Animal Control Officers into office duties at the Shelter. Ferguson reported that Carmen O'Brien has been working on a non-profit project called Flathead Shelter Friends. The nonprofit organization is being constructed and implemented with Russell's assistance. O'Brien announced that she is on the Flathead County Animal Shelter Advisory Committee. She distributed statistics and staffing formulas to the Board. She stated that the formulas only include animal care staff and clerical employees. O'Brien stated that Flathead Shelter Friends is being developed to help aid the shelter through fundraising efforts and tax deductible donations. She added that the Advisory Committee is finalizing the job descriptions for the Animal Control Officers assistance at the shelter. She reported that having an additional full time employee at the Shelter is vital to managing and

training the volunteers. Adele Zimmerman reported that she is the Vice President of the Flathead County Animal Shelter Advisory Committee. She expressed her support of the comments made by Ferguson and O'Brien. She announced that O'Brien was awarded the Volunteer Hero of the Year Award by United Way. Askew confirmed that Russell will communicate with the Shelter Advisory Committee during the process to get the position approved. Russell agreed. Miller understood that efforts are being made in the community to raise money for the Shelter. He wondered if the raised funds will go back into the capital improvement fund to replace the monies that will be used to pay for the new position. Russell stated that the raised money will not go into the capital improvement fund. He added that the money will become expendable in a different category. He announced that the Animal Shelter Committee is establishing a 501(c)(3) account. This account will be used to house the raised and donated funds. Russell stated that there will be a Board to manage those funds and will administer as to how the funds will be used. O'Brien reported that the Board that will manage the account has already been established. Russell clarified that since this is a new Animal Shelter position, it needs to be approved by the Commissioners. Askew asked for action on the proposed motion.

MOTION CARRIED

Committee Reports

EMS-

Miller stated that they need to establish a formula to allocate the mil levies for the current tax year. He added that the EMS Committee has met twice and have another meeting scheduled for next week. Russell announced that he has created a spreadsheet containing the census and percentages if the Board would like to review it. Miller asked that the EMS Committee members receive the spreadsheet.

Health Officer's Report

Lee Road Complaint-

Russell reported that he advised the DEQ that the Health Officer will not approve the new site. He added that DEQ received the same petition and complaint that the Board of Health received. The DEQ Director requested that his staff respond to each of the items listed on the complaint. Russell stated that he spoke with the septage pumper who will stabilize the septage with the addition of lime. Larson confirmed that the permit will not be approved. Russell agreed. Larson stated that he heard that the land owner has withdrawn it from being a proposed site. Russell said that he has also heard that but it is not been verified. Askew wondered if the Board could obtain the regulations that pertain to this matter. Russell said that he will send the information to the Board in the morning.

Fire/Dispatch-

Russell stated that he met with the fire chiefs and Mark Peck. Peck said that if they receive a fire call, they will dispatch it. He added that the Health Department has forms available for firemen who are called to any illegal burns. He will submit those forms to all the fire halls. Fugina stated that she needs to meet with Russell to discuss fire calls that could be filed as a criminal misdemeanor. Larson asked if the fire chiefs understood the position of the dispatchers to dispatch the fire units when receiving fire calls. Russell reported that no one was opposed to the proposal. Miller stated that Peck might be in the process of establishing rosters for fire calls.

Building/Community Health Center-

Russell announced that construction on the third floor is progressing. The roof should be completed and demolition of the existing roof should be close to finishing by next week. Russell stated that on October 7th, Senator Jon Tester toured the Flathead Community Health Center. Russell added that on October 14th Senator Max Baucus also toured the center.

Portable Toilet Policy Discussion-

Russell reported that they are asking that portable toilet pumpers submit information that would assist the Department staff in establishing a policy. Tammy Tamburelli stated that she is from PeeWee's Porta-Potties. She reported that their company belongs to the Portable Sanitation Industry International. She submitted information to Russell that was constructed by the Portable Sanitation Industry International. Russell said that in the policy, they are going to address the standards for the period of time of a porta-potty's location. He announced that the Board will discuss the policy at the December's Board meeting.

Financial Reports-

Russell reported that the financial reports were e-mailed to the Board.

Russell referred to the article that was attached to his report. The article detailed information about a new strain of E. coli.

Other Business

Russell announced that the Board received the Departmental reports for review. Askew wondered if there are regulations that pertain to outhouses in the valley. Russell stated that there are different outhouse abandoning procedures that must be conducted depending of the type of outhouse.

Board Member Comments

Larson referred to the By-Law presentation by the Department of Public Health and Human Services during the Board training. He wondered if the Board has By-Laws. Russell stated that they do. He added that they also have an interlocal agreement. Larson appreciated the information brought forward by Thompson about increasing the collaboration between public health clinicians and both hospitals. Larson also appreciated the diabetes prevention program information presented during the training. Russell reported that the Department recently hired Wendy Olson as a Health Promotion Specialist. He added that he is planning to conduct more chronic disease prevention and there are many grant opportunities for such prevention. Askew asked that Olson research the possible grants.

Miller asked that various items be placed on a future Board agenda. Such items include a road side trash discussion, an informational discussion regarding the reserve fund, and lastly, a discussion on septic pumper dumping. Askew stated that due to overwhelming discussion items being placed on the next meeting's agenda, she would suggest that the septic discussion be conducted at the beginning of 2009. Larson stated that he has asked that the City conduct a septic discussion at their next workshop. Russell announced that he could participate in the septic discussion at the workshop.

The meeting adjourned at 12:15 P.M.

Lisa Dennison, Secretary